

# HOLY TRINITY CE SCHOOL

2016 - 2017

## Job description

**Name:**

**Duration:** Permanent, 5 days per week

**Post:** Learning Mentor

**Spine point:** 29-31

**Responsible to:** Inclusion manager

**KEY SCHOOL FOCUS:** Raising attainment and progress in Mathematics and Writing.

**Purpose of the post:**

The Learning Mentor will provide a complementary service to existing teachers and pastoral staff in a school setting in addressing the needs of pupils who need help to overcome barriers to learning, both inside and outside school, in order to achieve their full potential. S/he will work as part of a team including school staff and other agencies to ensure progress and achievement for pupils.

**Other relevant Information about the School:**

This is a Church of England Primary School

**Main duties and responsibilities:**

1. To work with teaching staff in identifying pupils at risk of underachieving.
2. To take responsibility for identified pupils in supporting them to achieve their targets.
3. In consultation with teaching staff, to draw up and implement an individual action plan for each student.
4. To develop a 1:1 relationship with pupils in order to monitor the pupils' progress towards agreed goals
5. To develop a knowledge and appreciation of the range of activities, courses, opportunities, organisation and individuals that could be drawn upon to provide extra support for pupils.
6. To develop positive relationships and maintain contact with families and carers and facilitate the development of family support for the pupils.
7. To promote the speedy and effective transfer of information from primary to secondary school.
8. To be the focal point of contact between various agencies where a multiple agency approach is required for a targeted student so that the needs of the young person are met in a focused and integrated way.
9. To use student tracking performance data in identifying and achieving targets.

2016-17

10. To work in a variety of ways to support, motivate and challenge pupils to raise levels of achievement. These may include support in class; one to one counselling, helping individuals and groups with work and developing skills, as well as developing and implementing Individual Action Plans.
11. To keep a detailed monitoring and progress record on each child
12. To undertake necessary administrative tasks relating to the duties of the post.
13. To keep abreast of appropriate new developments and initiatives relevant to the service.
14. To contribute to the continued development and monitoring of the provision.

The person appointed will be subject to a probationary period of 3 months.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.

#### Equal Opportunities

To carry out these duties with due regard to the school's Equal Opportunities Policy and priorities.

#### General

- To be actively involved in the Christian and social life of the school
- This job description should be read in conjunction with school's policies, in particular the Child Protection, Health & Safety, Medication, Performance Management, Teaching & Learning, Staff Handbook and Pay Policies.
- These duties must be carried out in accordance with the aims and policies of the school. You are required to share in the corporate responsibility for the well-being and discipline of all pupils in the school. You are also required to liaise with colleagues, parents, governors and LA/SDBE officers as appropriate

Signed: \_\_\_\_\_ (LM)

Date: \_\_\_\_\_

2016-17